EMPLOYEE ACTION DURATION
REPORT DESCRIPTION B0019 | WEB INTELLIGENCE

BOBJ

The purpose of this report description is to explain the purpose of and how to generate the Employee Action Duration Report.

REPORT DESCRIPTION:

This report captures action pairs that are expected to have a finite duration. The report will calculate and display the true duration of paired actions to determine how long an employee has been in an action state such as Leave of Absence (LOA) or Acting Promotion.

REPORT LOCATION:

OSHR Executive Oversight

REPORT USES:

- This report will be used to monitor LOAs and Salary Actions that should have a finite duration. The monitoring is accomplished by reviewing the duration of each action event and can show cases where a Start action does not have a corresponding End action.

- It can also show where actions might have been introduced improperly between the Start Action and the End Action. This scenario is identified by the 'Status Flag' data element having a value of 'R' (Review).

- There is a link (defined on employee personnel number) to the '*BP002: Employee History*' report so that the employee's entire action history can be reviewed as well as a link (defined on the 'Comments?' data element) to the *'B0022: Comments'* report to view comments specific to an action

Quick Links

**How to generate this report:**

This report has two mandatory prompts, seven optional prompts, and one exclusion prompt.
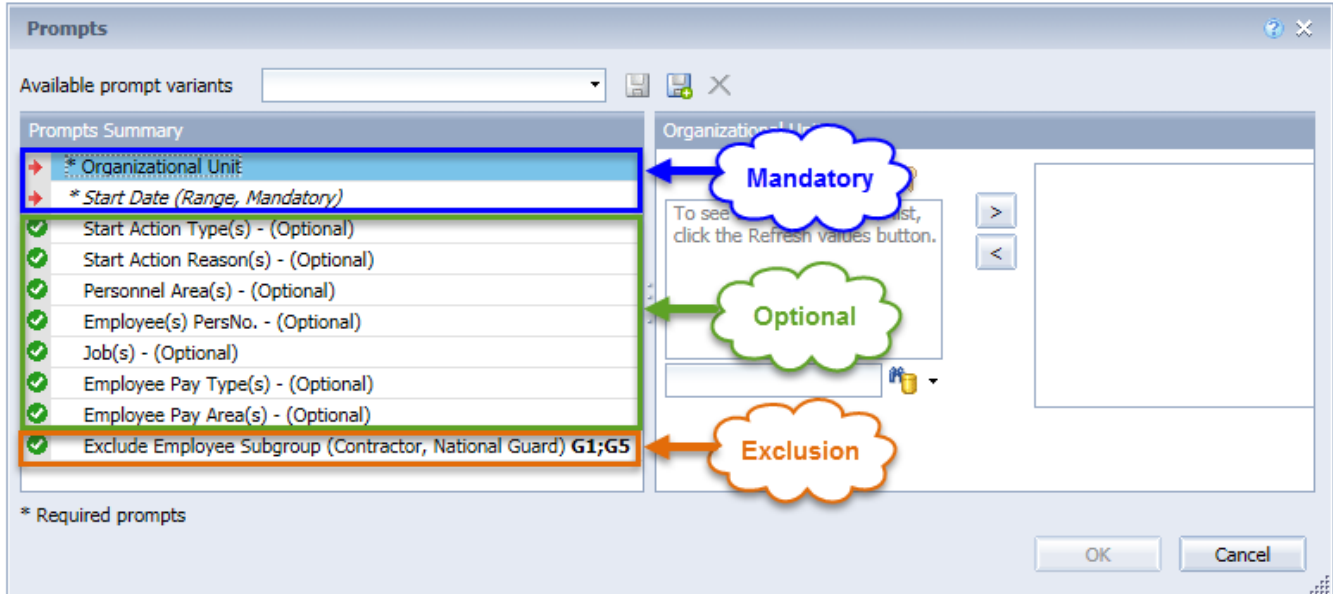
Mandatory Prompts:

Mandatory prompts have a red arrow indicator (➔) followed by an asterisk (*) on the left side of the prompts. When a valid value(s) is entered, this indicator will turn into a green check mark (✓).

➔ ***Organizational Unit:** To select data for this prompt:
- Make sure the "Organizational Unit" is selected (1).
- Click the "Refresh Values" icon to see the list of Organizational Units (2).
- Navigate down to select the desired Organizational Unit (3).
- Click the right arrow to add it to the selection box (4).
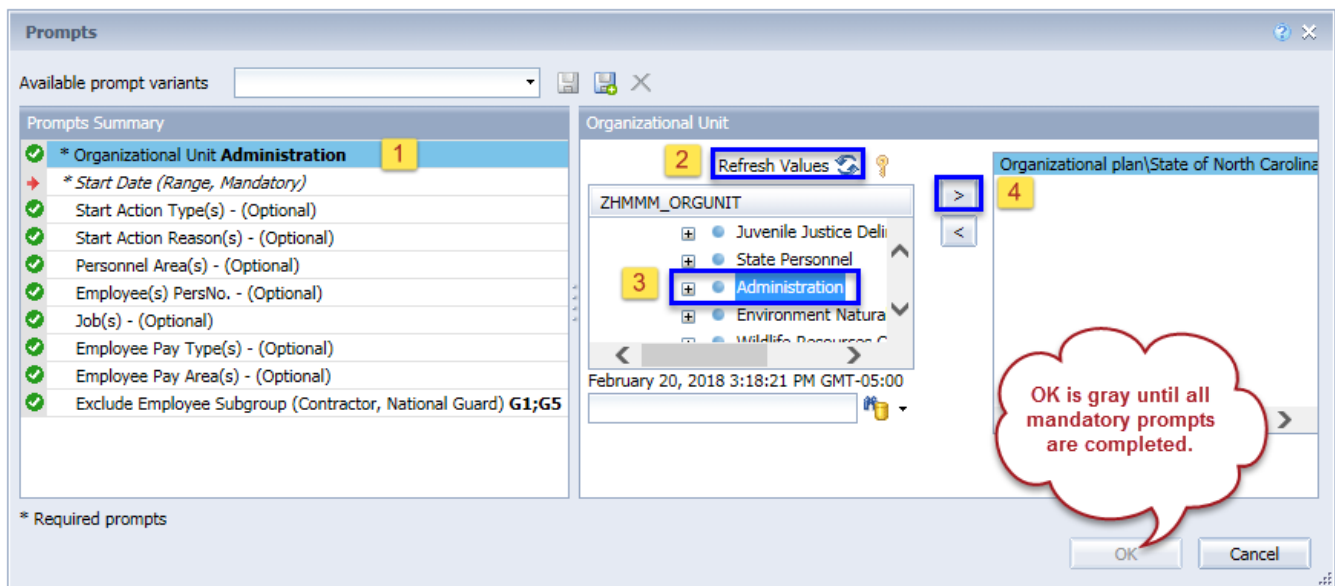
➔ ***Start Date:** To select data for this prompt:
- Make sure the "Start Date (Range, Mandatory) prompt is selected (1).
- Enter the desired Start value for the range (2) using the M/D/YYYY format.
- Enter the desired End value for the range (3) using the M/D/YYYY format.
- **Or** choose a date by using the calendar icon (4).

Optional Prompts:

Optional prompts are indicated with a green check mark (✔) but are not pre-filled or required. They are used to assist with limiting the amount of data that is retrieved into the body of the report. The optional prompts on this report are:

> *NOTE: Action Type and Action Reason are related data elements. Each Action Type will have a specific set of related Action Reasons.*
>
> *For example, the 'Promotion (Z1)' action type has the following related action reasons.*
> - *Z101 Promotion*
> - *Z102 Promotion Inc-After Eff Date*
> - *Z103 Acting Promotion*

✔ **Start Action Type(s) - (Optional):** To select data for this prompt:
  - Make sure the "Start Action Type(s) - (Optional)" prompt is selected (1).
  - Enter a search text with an asterisk (*) in the search box to view the list of values for Start Action Type (2).
  - Click the search icon (3).
  - Click the key icon to see the key value for each Start Action Type.

    Note: The Action Type key will be helpful when selecting values for the Action Reason prompt below (4).

  - Click the desired Start Action Type (5).
  - **OR** if the Start Action Type key or Start Action Type name is known, skip steps 2 through 5 and enter it directly in (6).
  - Click the right arrow to add the Start Action Type to the selection box (7).

✓ **Start Action Reason(s) - (Optional):** To select data for this prompt:
- Make sure the "Start Action Reason(s) - (Optional)" prompt is selected (1).
- To obtain a list of values relevant to the Start Action Type selected in the previous prompt, enter the Start Action Type key followed by an asterisk (*) in the search box (2).
- Click the search icon drop down arrow and select "Search in key" (3).
- Click the search icon (4).
- Click the key icon (5) to see the key value for each Start Action Reason.
- Select the desired Action Reason (6).
- **OR** if the Start Action Reason key or Start Action Reason name is known, steps 2 through 5 and enter it directly in (7).

> *NOTE: Since Start Action Reason is related to Start Action Type, when entering key values for Action Reason, the Start Action Type key & Start Action Reason key need to be entered together as one concatenated value. Example: Z301 (Action Type Z3 and Action Reason 01). If entering Text, enter directly.*

- Click the right arrow to add the Start Action Reason to the selection box (8).

✓ **Personnel Area(s) - (Optional)**: To select data for this prompt:
- Make sure the "Personnel Area(s) - (Optional)" prompt is selected (1).
- Enter a search text with an asterisk (*) in the search box to view the list of values for Personnel Area (2).
- Click the search icon (3).
- Click the key icon (4) to see the key value for each Personnel Area.
- Select the desired Personnel Area (5).
- **OR** if the Personnel Area key or Personnel Area name is known, skip steps 2 through 5 and enter it directly in (6).
- Click the right arrow to add the Personnel Area to the selection box (7).

✓ **Employee(s) PersNo. - (Optional):** To select data for this prompt:
- Make sure the "Employee(s) PersNo. - (Optional)" prompt is selected (1).
- Enter an employee number in the search box to verify the employee name (2).
- Click the search icon drop down arrow and select "Search in key" (3).
- Click the search icon (4).
- Click the key icon (5) to see the employee number.
- Select the desired Employee (6).
- **OR** if the employee number is known, skip steps 2 through 6 and enter it directly in (7).
- Click the right arrow to add the Employee to the selection box (8).

NOTE: Since the system contains a large number of employees, using broad wildcard searches can be very slow and may result in an error if the search exceeds the system limit. If the employee number is not known and a name search must be done, narrow down your search by using the wildcard with specific text strings when looking for an employee by name such as:
> *Mickey*Mouse**
> **Mouse*

If the employee number is known, it is best to use the manual entry field (in step 7) to enter the selection.

✓ **Job(s) - (Optional):** To select data for this prompt:
- Make sure the "Job(s) - (Optional)" prompt is selected (1).
- Enter a search text with an asterisk (*) in the search box to view the list of values for Job (2).
- Click the search icon (3).
- Click the key icon (4) to see the key value for each Job.
- Select the desired Job (5).
- **OR** if the Job key or Job name is known, skip steps 2 through 5 and enter it directly in (6).
- Click the right arrow to add the Job to the selection box (7).

✓ **Employee Pay Type(s) - (Optional):** To select data for this prompt:
  - Make sure the "Employee Pay Type(s) - (Optional)" prompt is selected (1).
  - Enter a search text with an asterisk (*) in the search box to view the list of values for Employee Pay Types (2).
  - Click the search icon (3).
  - Click the key icon (4) to see the key value for each Employee Pay Type.
  - Select the desired Employee Pay Type (5).
  - **OR** if the Employee Pay Type key or Employee Pay Type name is known, skip steps 2 through 5 and enter it directly in (6).
  - Click the right arrow to add the Employee Pay Type to the selection box (7).

✓ **Employee Pay Area(s) - (Optional):** To select data for this prompt:
- Make sure the "Employee Pay Area(s) - (Optional)" prompt is selected (1).
- Enter a search text with an asterisk (*) in the search box to view the list of values for Employee Pay Areas (2).
- Click the search icon (3).
- Click the key icon (4) to see the key value for each Employee Pay Area.
- Select the desired Employee Pay Area (5).
- **OR** if the Employee Pay Area key or Employee Pay Area name is known, skip steps 2 through 5 and enter it directly in (6).
- Click the right arrow to add the Employee Pay Area to the selection box (7).

Exclusion Prompts:

Exclusion prompts are also indicated with a green check mark (✓) but are generally prefilled with a specific set of data values. They are provided as a way to exclude specified data by default while allowing customers the flexibility of changing them when necessary. Any rows containing data values listed in the exclusion selection box will not be fetched into the report.

✓ **Exclude Employee Subgroup (Contractor, National Guard) G1; G5** - To remove this exclusion
- Make sure the "Exclude Employee Subgroup (Contractor, National Guard)" prompt is selected (1).
- Click one or more Employee Subgroup(s) to remove from the 'Selected Value(s) box (2).
- Click the left arrow icon to remove the desired Employee Subgroup(s) (3).

Initial Layout:

Below is a sample which shows all the columns available in the default report rendering.

B0019: Employee Action Duration Execution Date : 9/5/17

Start Date: 6/1/2017   End Date: 7/26/2017

Personnel Area	Org Unit	Org Unit Desc	Employee	Employee's Name	Event Start	Event End	Event Duration Days	Start Action Type	Start Action Type Desc
Administration	21111111	ADMIN SO DPSVCS P&C Strategic Sourcing	12345678	MOUSE, MICKEY	5/18/2016	#	475	Z3	Leave of Absence (NC)
	23333333	ADMIN SO DSLEG INDIAN AFFAIRS Ed Talnt	12345679	MOUSE, MINNIE	3/15/2016	#	539	Z3	Leave of Absence (NC)

Report detail line continued:

Start Action Reason	Start Action Reason Desc	End Action Type	End Action Type Desc	End Action Reason	End Action Reason Desc	Annual Salary	Start Action Comments?	End Action Comments?	Number of Actions
01	FMLA	#	#	#	#/#	66,000.00	X	#	1
01	FMLA	#	#	#	#/#	50,115.00	X	#	1
							Personnel Area - Administration		2
								Total	2

Available Objects:

This is a list of the available objects that can be added to the report, once in Design mode:
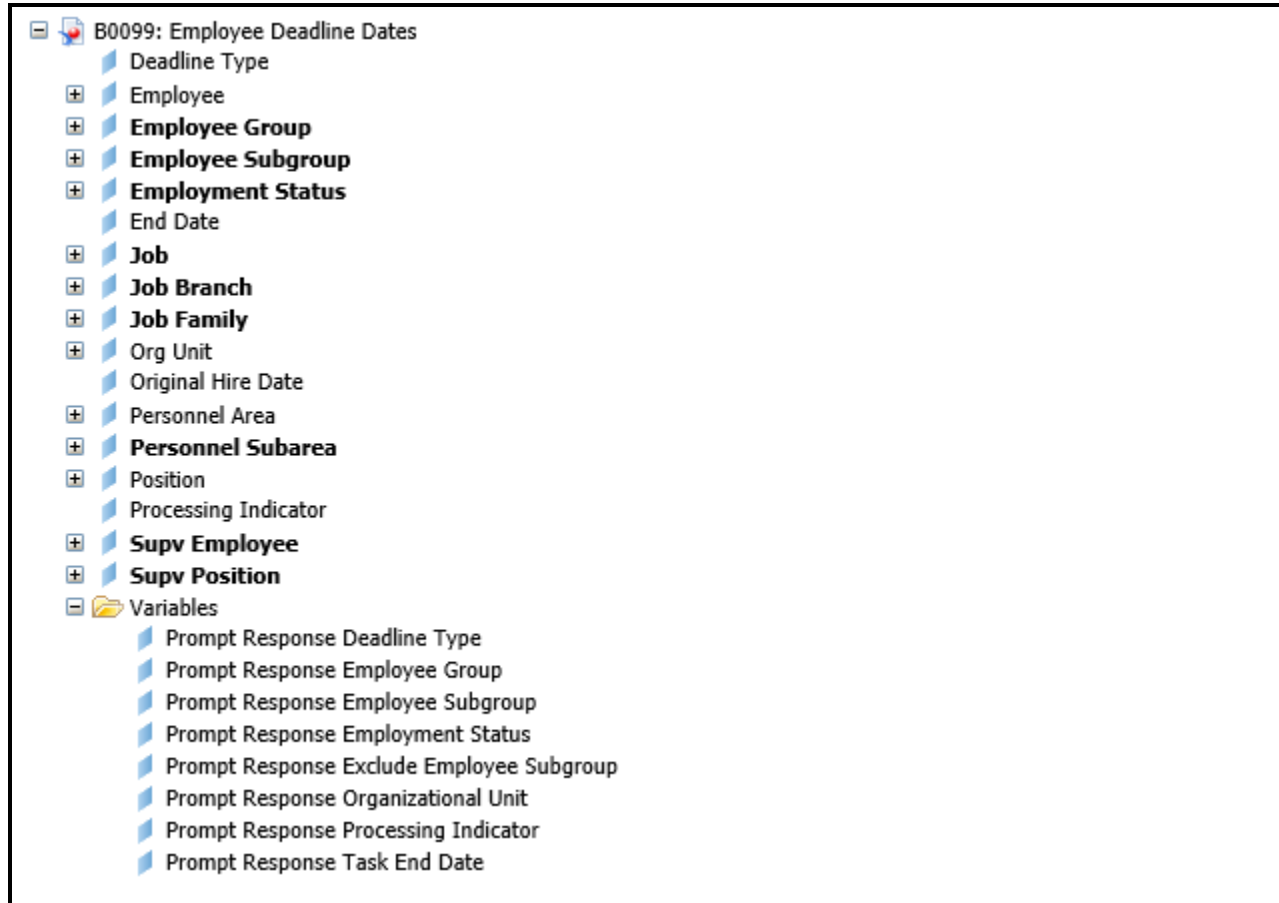
Special Report Considerations/Features:

- Contractors and National Guard are excluded by default, but this can be changed from the prompt screen.

- The types of actions selected for this report are based on valid action pairs defined by the Functional Team and the entries are stored in table *'ZPA_VALID_PAIRS'*. The table identifies seven specific (LOA and salary affecting) actions that when used, should always have a corresponding 'ending' action at some point.

Action Type	Action Description
Z1	Promotion (NC)
Z3	Leave of Absence (NC)
Z5	Investigatory W/Pay (NC)
Z6	Suspension (NC)
ZC	Salary Adjustment (NC)
ZF	Separation Pay Continuation (NC)
ZH	Career Progression (NC)

- The table contains 400+ combinations of these seven actions paired with the different types of 'ending' actions that are normally expected. The complete table can be viewed in the spreadsheet 'B0019 Action Pairs' located under sub-folder '_Help/Reference Documents' of the primary 'BEACON HR/Payroll' public folder.

- Records that have an 'R' Status Flag indicate that there were other actions introduced between the Start and End actions and may need to be reviewed.

- Two other reports can be accessed via hyperlinks within the data cells.

    NOTE: *Blue text in data fields indicates available links.*

  > Click the Employee number link to launch *the 'BP002: Employee History'* report.

> Click the 'X' link under Action Comments to launch the '*B0022: Comments*' report.

Click on the 'X' to launch B0022 report.

Change Log:

Effective 8/24/2017
• Initial creation of the report.
Effective 2/22/2018
• The date selection was changed to a single prompt that still accommodates a date range input. The prompt functionality was modified to select only actions where the 'Event Start' date occurred within the user input date range.   **NOTE:** *Previously, the prompt functionality was evaluating both the Event Start and Event End to select all actions that were 'active' at any time within the user input date range. Older data did not always have correct ending actions, and these incorrectly show as 'active' when using the old prompt functionality.*
Effective 4/9/19
NO changes have been made to the content of the report description. ONLY formatting changes to the Headers and Footers.